

CHAPTER 5  
ILLUSTRATED FORMS

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# CITY/TOWN COURT CASH BOOK

Prescribed by State Board of Accounts

															RECEIPTS														
Date Mo. Day	Receipt or Check Number	Fee Book		Case Number	From Whom Received or to Whom Paid	Total Cash Received	Court Costs			State Fines	Bond Forfeitures	Infraction Judgments	Child Restraint System Fines	Overweight Vehicle Fines	City/Town Fines	Document Fees	Facsimile Fees	Document Storage Fees	Late Payment Fees	Credit Card Service Fees	Probation User Fees	Probation Administrative Fees	Clerk's Probation Administrative Fees	Fiscal Officers Probation Fees					
		No.	Page				State	County	City/Town																				
					AMOUNT BROUGHT FORWARD																								
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CITY/TOWN COURT OF \_\_\_\_\_

CITY/TOWN FORM 213CT (REV. 2005)

																					DISBURSEMENTS									
	Local User Fees	State User Fees		Safe Schools Fees	Highway Worksite Zone Fees	Domestic Violence Fees	Automated Record Keeping Fees	Public Defense Administration Fees	Judicial Insurance Adjustment Fees	Judicial Salary Fees - State Share	Judicial Salary Fees - City/Town	Court Administration Fees	DNA Sample Processing Fees	Civil Action Service Fees	Marijuana Eradication Fees	Jury Fees	Cash Bonds	Bail Bond Administrative Fees	Special Death Benefit Fees	Other Fees	Trust Funds	Total Disbursements	Fees Paid to State	Fees Paid to City/Town	Fees Paid to County	Cash Bonds	Other Fees	Trust Funds		
		Due State	Due County																											
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SAMPLE

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**CITY/TOWN COURT RECEIPT - \_\_\_\_\_ COURT**

<u>Date</u>	<u>Kind</u>	<u>Number</u>	<u>Page</u>	<u>Cash</u>	<u>Check</u>	<u>M.O.</u>	<u>E.F.T.</u>	<u>CC-BC</u>	<u>Other</u>	<u>Case Number</u>
RECORD				PAYMENT TYPE AND AMOUNT						
										\$
<u>From Whom Received</u>				<u>On What Account</u>						<u>Total Received</u>

Court Costs:		
State Share		
County Share		
City/Town Share		
State Fines		
Bond Forfeitures		
Infraction Judgments		
Child Restraint System Fines		
Overweight Vehicle Fines		
City/Town Fines		
Document Fees		
Facsimile Fees		
Document Storage Fees		
Late Payment Fees		
Credit Card Service Fees		
Probation User Fees		
Probation Administrative Fees		
Clerk's Probation Administrative Fees		
Fiscal Officer's Probation Administrative Fees		
Local User Fees:		
Pretrial Diversion Program		
Alcohol and Drug Service Program		
Law Enforcement Continuing Education		
Deferral Program		
Drug Court		

State User Fees:		
Alcohol and Drug Countermeasures		
Drug Abuse, Prosecution:		
Interdiction and Corrections		
Safe Schools Fees		
Highway Worksite Zone Fees		
Domestic Violence Fees		
Automated Record Keeping Fees		
Public Defense Administration Fees		
Judicial Insurance Adjustment Fees		
Judicial Salaries Fees - State Share		
Judicial Salaries Fees - City/Town Share		
Court Administration Fees		
DNA Sample Processing Fees		
Civil Action Service Fees		
Cash Bonds		
Bail Bond Administrative Fees		
Marijuana Eradication Fees		
Jury Fees		
Special Death Benefit Fees		
Other Fees		
Trust Funds		
TOTAL		

(Judge)(Clerk) City/Town Court

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Form Prescribed by State Board of Accounts

City and Town Form No. 215 (1987)

CITY/TOWN COURT

\_\_\_\_\_, \_\_\_\_\_ No. \_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

\_\_\_\_\_ DOCKET NO. \_\_\_\_\_ PAGE \_\_\_\_\_ CAUSE NO. \_\_\_\_\_

\_\_\_\_\_  
(Judge) (Clerk) City/Town Court

Form Prescribed by State Board of Accounts

City and Town Form No. 215 (1987)

CITY/TOWN COURT

\_\_\_\_\_, \_\_\_\_\_ No. \_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

\_\_\_\_\_ DOCKET NO. \_\_\_\_\_ PAGE \_\_\_\_\_ CAUSE NO. \_\_\_\_\_

\_\_\_\_\_  
(Judge) (Clerk) City/Town Court

Form Prescribed by State Board of Accounts

City and Town Form No. 215 (1987)

CITY/TOWN COURT

\_\_\_\_\_, \_\_\_\_\_ No. \_\_\_\_\_

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

FOR \_\_\_\_\_

\_\_\_\_\_ DOCKET NO. \_\_\_\_\_ PAGE \_\_\_\_\_ CAUSE NO. \_\_\_\_\_

\_\_\_\_\_  
(Judge) (Clerk) City/Town Court

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PRESCRIBED BY STATE BOARD OF ACCOUNTS

CITY AND TOWN FORM 217CT (REV. 2005)

**REPORT TO COUNTY AUDITOR OF FINES AND FEES  
COLLECTED IN CITY/TOWN COURT**

To the Auditor of \_\_\_\_\_, County, Indiana

I, \_\_\_\_\_, (Judge) (Clerk) of \_\_\_\_\_  
City/Town Court, hereby certify that I have collected the following amounts of fines and forfeitures  
payable to the county:

For the month ending \_\_\_\_\_, \_\_\_\_\_

Itemization	Collections This Period		Prior Collections		Year to Date Collections	
State Fines						
Bond Forfeitures						
Infraction Judgments						
Child Restraint System Fines						
Overweight Vehicle Fines						
State User Fees (75%) - County Drug Free Community Fund						
Marijuana Eradication Fees						
Jury Fees						
TOTAL AMOUNT COLLECTED						

Dated \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Judge) (Clerk) \_\_\_\_\_ City/Town Court

NOTE - Mail To:

\_\_\_\_\_ County Auditor

\_\_\_\_\_

\_\_\_\_\_

(Make check payable to \_\_\_\_\_ County Treasurer)

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# **CITY/TOWN COURT** **TRANSMITTAL REPORT TO FISCAL OFFICER**

Date: \_\_\_\_\_

TO: Fiscal Officer of \_\_\_\_\_

I hereby certify that the following fines, costs and fees represent the total collections due on this date.

_____ Judge/Clerk of Court			
<u>Items</u>	<u>Collections This Period</u>	<u>Prior Collections</u>	<u>Year to Date Collections</u>
<u>Due Fiscal Officer</u>			
Court Costs:			
County.....	\$ _____	\$ _____	\$ _____
City/Town.....	_____	_____	_____
City/Town Fines.....	_____	_____	_____
Document Fees.....	_____	_____	_____
Bail Bond Administrative Fees.....	_____	_____	_____
Facsimile Fees.....	_____	_____	_____
Document Storage Fees.....	_____	_____	_____
Late Payment Fees.....	_____	_____	_____
Credit Card Service Fees.....	_____	_____	_____
Probation User Fees.....	_____	_____	_____
Probation Administrative Fees.....	_____	_____	_____
Clerk's Probation Administrative Fees.....	_____	_____	_____
Fiscal Officer's Probation Administrative Fees.....	_____	_____	_____
Judicial Salaries Fees - City/Town Share	_____	_____	_____
Civil Action Service Fees	_____	_____	_____
User Fees:	_____	_____	_____
Pretrial Diversion Program.....	_____	_____	_____
Alcohol and Drug Services Program.....	_____	_____	_____
Law Enforcement Continuing Education.....	_____	_____	_____
Deferral Program.....	_____	_____	_____
Drug Court.....	_____	_____	_____
Other Items:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	\$ _____	\$ _____	\$ _____

(Judge) (Clerk) of \_\_\_\_\_ City/Town Court

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## CITY/TOWN COURT DAILY/MONTHLY BALANCE RECORD

Date of Balance \_\_\_\_\_, 20\_\_\_\_

Daily \_\_\_\_\_ Monthly \_\_\_\_\_

Form Prescribed by State Board of Accounts

City Town Form No. 219CT (Rev. 2005)

		Beginning Balance	Receipts During Period	Disbursements for Period	Ending Balance
	Payable to State:				
	Court Costs - 55%				
	State User Fees - 25%				
	Safe Schools Fees				
	Highway Worksite Zone Fees				
	Domestic Violence Fees				
	Automated Record Keeping Fees				
	Public Defense Administration Fees				
	Judicial Insurance Adjustment Fees				
	Judicial Salaries Fees - State Share				
	Court Administration Fees				
	DNA Sample Processing Fees				
	Special Death Benefit Fees				
	Payable to Fiscal Officer:				
	Court Costs:				
	County - 20%				
	City/Town - 25%				
	City/Town Fines				
	Document Fees				
	Facsimile Fees				
	Document Storage Fees				
	Late Payment Fees				
	Credit Card Service Fees				
	Probation User Fees				
	Probation Administrative Fees				
	Clerk's Probation Administrative Fees				
	Fiscal Officer's Probation Administrative Fees				
	Judicial Salaries Fees - City/Town Share				
	Civil Action Service Fees				
	Bail Bond Administrative Fees				
	User Fees:				
	Pretrial Diversion Program				
	Alcohol and Drug Services Program				
	Law Enforcement Continuing Education				
	Deferral Program				
	Drug Court				
	Payable to County:				
	State Fines				
	Bond Forfeitures				
	Infraction Judgments				
	Child Restraint System Fines				
	Overweight Vehicle Fines				
	State User Fees - 75%				
	Marijuana Eradication Fees				
	Jury Fees				
	Cash Bonds				
	Other Fees				
	Trust Funds				
	Totals				

## CASH RECONCILEMENT

\_\_\_\_\_, 20\_\_\_\_

	Name of Depository	Depository Balance at Beginning of Period	Deposits	Checks Issued	Depository Balance at Close of Period
	Bank				
	Bank				
	Investments				
	Totals				
	Add Cash on Hand at End of Period	x x			
	Plus Cash Short or Minus Cash Long	x x			
	Total Cash Balance	x x			

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Form Prescribed by State Board of Accounts

County Form No. 41 (1990)

## FEE BOOK

1

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

vs \_\_\_\_\_

User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_

Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

SAMPLE

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

vs \_\_\_\_\_

User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_

Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

SAMPLE

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

vs \_\_\_\_\_

User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_

Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

SAMPLE

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

vs \_\_\_\_\_

User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_

Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

SAMPLE

Date Filed \_\_\_\_\_ Case No. \_\_\_\_\_ Additional Information or Receipt  
 (Plaintiffs) (Defendants)

vs \_\_\_\_\_

User Fees \_\_\_\_\_

Court Costs \_\_\_\_\_ Receipts No. \_\_\_\_\_

Misc. Fees \_\_\_\_\_

Amount of Judgment \_\_\_\_\_

Date of Judgment \_\_\_\_\_ JD \_\_\_\_\_ Pg. No. \_\_\_\_\_

Other Information \_\_\_\_\_

SAMPLE

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# REGISTER OF TRUST FUNDS

Form Prescribed by State Board of Accounts

General Form No. 102 (1959)

	DATE RECEIVED			RECEIPT NUMBER	FOR WHOM RECEIVED	CAUSE NUMBER	RECORD		AMOUNT RECEIVED	✓	DATE DISBURSED			CHECK NUMBER	AMOUNT DISBURSED	MEMORANDA
	MONTH	DAY	YEAR				DOCKET	PAGE			MONTH	DAY	YEAR			
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PRESCRIBED BY STATE BOARD OF ACCOUNTS

GENERAL FORM NO. 367 (1984)

CLERK'S REPORT TO AUDITOR  
OF ADDITIONAL JUDGMENTS FOR EXCISE TAX

TO THE AUDITOR OF \_\_\_\_\_ COUNTY, INDIANA

COLLECTIONS FOR MONTH \_\_\_\_\_, \_\_\_\_

LAW ENFORCEMENT AGENCY	NO. OF CITATIONS ISSUED	AMOUNT COLLECTED
STATE POLICE		
COUNTY SHERIFF		
CITY OF _____ POLICE		
CITY OF _____ POLICE		
TOWN MARSHAL - TOWN OF _____		
TOTALS		\$

I SWEAR THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT OF ALL COSTS AND FEES BELONGING TO THE ABOVE AGENCIES AND DEPARTMENTS COLLECTED BY ME FOR THE PERIOD SHOWN.

STATE OF INDIANA \_\_\_\_\_ COUNTY, SS

IC 9-18-2-41 PROVIDES THAT THE CLERK OF THE COURT SHALL ON A CALENDAR YEAR BASIS TRANSFER ADDITIONAL JUDGMENTS COLLECTED UNDER IC 9-18-2-1 TO THE COUNTY AUDITOR WHO SHALL DISTRIBUTE THE FUNDS TO THE LAW ENFORCEMENT AGENCIES RESPONSIBLE FOR ISSUING CITATIONS. THE PERCENTAGE OF FUNDS DISTRIBUTED TO A LAW ENFORCEMENT AGENCY EQUALS THE TOTAL NUMBER OF CITATIONS ISSUED BY THE LAW ENFORCEMENT AGENCY. THE STATE BOARD OF ACCOUNTS RECOMMENDS MONTHLY FILING OF THIS FORM TO ELIMINATE THE NECESSITY OF CARRYING THESE ITEMS IN TRUST.

\_\_\_\_\_ COURT

\_\_\_\_\_  
CLERK OF THE COURT